



Appraiser III - Residential

Job Description

Department: Assessor
Position: Career Service
Grade: 510
Supervisory: No
Reports to: Appraisal Supervisor

Summary

Under general guidance and direction of the Appraisal Supervisor, appraises real property for ad valorem tax purposes using industry-accepted methods for determining value. Leads and trains other appraisers as a certified, residential appraiser.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Gather and verify data on real property including, but not limited to, measuring structures, physically inspecting the exterior and interior of buildings, photographing property, and noting architectural quality and intended use of the property.
2. Enter field data into property records and utilize digital photography to analyze and compare property characteristics between digital imagery and property record data.
3. Compare information and appraisals submitted by taxpayers with property records.
4. Prepare evidence for state and local valuation challenges.
5. Organize building permits into work packets/batches.
6. Gather and confirm data for compliance with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practices (USPAP) and IAAO standards.
7. Represent the County Assessor's Office to the public.
8. Appraise residential, small income properties, and multi-family projects.
9. Gather, verify, and analyze data on residential and small commercial properties using a variety of appraisal, GIS, database, spreadsheet, and/or statistical software.
10. Create and apply valuation models, including the income approach to value.
11. Lead and train other appraisers in appraisal efforts.

Knowledge, Skills, and Abilities

- Knowledge of building standards, appraisal methods, and research principles
- Knowledge of methods and techniques in relation to real property
- Knowledge of land appraisal and building cost estimating methods
- Skilled in using a calculator for mathematical and basic trigonometric calculations

For Office Use Only

Job Code: 3005

Job Title: Appraiser III

FLSA: Non-Exempt

Effective Date: 11/20/2019

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Skilled in summing and categorizing improvement square footage
- Skilled in reading plats and blueprints
- Skilled in comparing digital imagery with property inventory data for validity and locating property according to description
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to appraise real property using the income, cost, and sales comparison approaches to valuation for commercial appraisals

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an environmentally controlled room but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk or table and is regularly required to walk, stand, or stoop. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is occasionally required to lift or otherwise move objects weighing up to fifty (50) pounds. The employee may occasionally be required to walk, stand, or crouch on narrow or slippery surfaces. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

For Office Use Only

Job Code: 3005

Job Title: Appraiser III

FLSA: Non-Exempt

Effective Date: 11/20/2019

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience

1. Associate degree or higher.
2. Three (3) years of work experience as a residential or commercial appraiser.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Incumbents must possess designation as a Certified Residential or Certified General Appraisal (preference for General) with the Utah State Department of Commerce.
4. Incumbents with designation as a Certified Residential Appraiser must obtain General Ad Valorem Appraiser designation with the Utah State Tax Commission with twenty-four (24) months in the position.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

For Office Use Only

Job Code: 3005

Job Title: Appraiser III

FLSA: Non-Exempt

Effective Date: 11/20/2019

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

For Office Use Only

Job Code: 3005

Job Title: Appraiser III

FLSA: Non-Exempt

Effective Date: 11/20/2019

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor